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UNCLAS GEORGETOWN 000175

SIPDIS

DEPT FOR WHA/EX
M/FSI/SPAS/OMT FOR FREDIE BARRON

AIDAC

E.O. 12958: N/A

TAGS: [APER](#) [AFSN](#) [AFSI](#) [AMGT](#) [KPAO](#) [ASEC](#) [EAID](#)

SUBJECT: NOMINATION FOR PK 334, FSN SECRETARIAL
SEMINAR, MAY 15 - 24, 2006, AT THE SHULTZ TRAINING
CENTRE (FSI)

1. USAID/Guyana, hereby nominates Ms. Rita Mohabir, to
attend the PK 334 FSN Secretarial Seminar at the Shultz
Training Centre (FSI) from May 15 - 24, 2006.

2. Data on Ms. Mohabir are as follows:

Name of Participant: Rita Mohabir
Date of Birth: April 24, 1958
Nationality: Guyanese
Post: Georgetown, Guyana

Current Position Title, Section and Grade:
Secretary/Personal Assistant to Mission Director,

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USAID/Guyana, Grade 8

Length of Service with USAID/Guyana: - 6 years

Name of Supervisor: Fenton B. Sands-AID Representative

Mrs. Rita Mohabir is an FSN employee with USAID/Guyana
since January 2000 and is the Secretary / Personal
Assistant to the Mission Director in addition to her
list of duties; she is called upon from time to time to
assist with other administrative duties. The FSN
Secretarial Seminar is specifically designed to meet

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the training requirements for employees' development by
improving their ability to manage tasks and communicate
effectively. Mrs. Mohabir is often the first person in
the mission to communicate with those outside the
mission. Thus, it will serve to enhance Mrs. Mohabir's
ability to communicate orally in a variety of settings,
interact positively with external constituencies,
identify and deal effectively with the internal and
external issues that that may impact the mission.

Additionally, it is anticipated on completion of the
course she would be able to Practice time management
strategies to effectively manage multi-tasked
responsibilities, apply the correct format to
correspondences, and identify appropriate TAGS and
Terms to manage Telegraphic correspondence among other
duties. Her training is strongly supported by the
Mission Director as a way to prepare for empowering
her, with more responsibilities.

RWBULLEN